

Tre Hargett, Secretary of State

State of Tennessee



Division of Human Resources and Organizational Development
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JOB ANNOUNCEMENT

Administrative Services Assistant 3 **Tennessee Department of State** **Division of Information Technology**

Mission

The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Information Technology Director

Summary: Responsible for providing administrative support within the Information Technology Division.

Duties/Responsibilities

- Provide information, technical support, and Help Desk services.
- Prepare Requests for Service and other correspondence.
- Receive and route telephone calls; sort and distribute mail.
- Organize meetings and documentation for annual Information Technology Planning process.
- Order supplies and materials for the Information Technology Division staff and programs; compile statistical reports, including reports of hardware/software ordered by each division.
- Maintain hardware inventory database and surplus equipment as required.
- Maintain attendance and leave records.
- Prepare travel arrangements for the Information Technology Division staff, including motor pool and hotel reservations and travel reimbursement claims.
- Monitor accounts for budgetary purposes, including tracking of expenses, and review of invoices to ensure accuracy and keeping division director advised of errors and discrepancies.
- Responsible for purchases, payments, and monitoring of supplies as the division's liaison with vendors.

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- Perform other duties as assigned.

Minimum Qualifications**Education and Experience:**

- Graduation from an accredited college or university with a bachelor's degree.
- Qualifying full-time increasingly responsible sub-professional experience or para-professional or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of three years.

Knowledge and Abilities:

- Perform routine administrative duties in support of division activities.
- Possess skills in or demonstrate ability to learn moderate technology operations and software applications, including Microsoft Office, Email/Messaging, and other specially designed software packages.
- Compose and produce clear correspondence and reports.
- Approach staff members and the public in a friendly, professional manner.
- Ability to follow written or oral instructions.

Physical Requirements:

- Ability to repeatedly lift boxes of up to thirty pounds.

Salary: \$2,750 per month plus State of Tennessee benefits package.

To apply, please email your letter of interest and resume to Division of Human Resources & Organizational Development, sos.hr@tn.gov by March 6, 2018.